

**CONFIDENTIAL**  
(CLASSIFICATION)

60-3129

## OFFICE OF THE DIRECTOR

Action Memorandum No. A-376Date 29 April 1964TO : Deputy Director/Intelligence  
Deputy Director/Plans

SUBJECT : Ambassadorial Briefings

REFERENCE:

I would like to call your attention to the fact that occasionally the personnel assigned to brief outgoing Ambassadors are of a fairly junior rank. I noted in one recent briefing that two of the briefers were GS-7's, two were GS-13's, one was GS-14 and one was GS-15. While it is true that three of these individuals were branch chiefs, I would note that the Ambassador concerned met nobody from the Agency higher than this level. Although I make it a point to try and receive all of the outgoing Ambassadors on behalf of the Director and Deputy Director if they are unable to see them, this is not always possible. Therefore I would like to urge everybody concerned to insure that our briefings with outgoing Ambassadors do not become counter-productive by slipping to too low a level. I believe that OCR, which is responsible for arranging these briefings, should attempt in all instances to have at least one office or division chief as part of the program.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick  
Executive Director

cc: AD/CR

SUSPENSE DATE:

LBK:drm

Distribution: O-DD/I; 1-DD/P; 1-AD/CR; ①-ER; 1-ExDir

GROUP 1  
Excluded from automatic  
downgrading and  
declassification**CONFIDENTIAL**  
(CLASSIFICATION)A  
C  
T  
I  
O  
NM  
E  
M  
O  
R  
A  
N  
D  
U  
M